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Class Specifications
for the Class:

AIRPORT OPERATIONS AND MAINTENANCE WORKER I
(AIRPORT OPTNS & MTNCE WKR I)

Duties Summary:

Performs a variety of unskilled and semi-skilled work assignments in the care, operations, maintenance, security, safety and crash/fire activities of a secondary airport; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves the performance of a variety of building, grounds and equipment maintenance and minor repair work in the upkeep and safe operation of a secondary airport. Work is performed under the supervision of an Airport Operations and Maintenance Worker III and in accordance with general instructions, standard techniques, and established procedures and schedules; and is subject to periodic review. Personal contact involves the enforcement of airport rules and regulations; and providing factual information to airline personnel, passengers, and aircraft operators. Work also includes supervising airport operations during the absence of higher level personnel. This involves a significant amount of time, on a recurring basis, because the use of the airport extends beyond regular hours and covers seven days a week.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Makes periodic checks of runways and operating areas and removes any obstructions and trash; makes periodic checks and tests runway lights, emergency generator, rotating beacons, wind indicators, hazard lights and other navigational aids to see that they are in workable condition; chips, scrapes and paints runway lighting fixtures, and makes minor repairs to moving parts of beacon, wind indicators, hazard lights, etc., performs building maintenance work such as replacing window panes, touch up painting and repairing pipelines, faucet, sections of sidings, roofs, counters and doors; repairs and patches runways, approach

roads, parking areas, ramp areas and other paved areas; checks all electrical fixtures in buildings and replaces burnt-out bulbs, fuses or fixes light switches; checks, operates and maintains firefighting equipment and vehicle; checks, maintains, services and makes minor repairs to tractor mower, truck and other mechanical equipment; performs janitorial work in passenger and freight terminals, maintenance shops and other buildings; collects and hauls rubbish from buildings and adjacent grounds; operates a tractor mower and attachments and cuts grass around airport areas; plants, irrigates, cultivates, fertilizes and prunes trees, plants and shrubs; takes remedial actions in emergencies; enforces airport rules and regulations; participates in crash/fire activities; relays factual information; and relieves a higher-level operations and maintenance worker as necessary.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Practices, tools and equipment used in building and equipment maintenance; and practices, tools and equipment in the maintenance of paved and landscaped grounds.

Ability to: Follow oral and written instructions and comply with work schedules; perform maintenance and minor repair work on airport buildings, grounds and equipment; speak effectively and deal tactfully with others; and learn pertinent airport operations, rules and regulations, and firefighting techniques.

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This is an amendment to the specification for the class AIRPORT OPERATIONS AND MAINTENANCE WORKER I (AIRPORT OPTNS & MTNCE WKR I) which was approved on October 9, 1967.

DATE APPROVED: 6/15/95

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